

DUTY STATEMENT**PROPOSED**

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

111469 - FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY

Facilities Management Division (FMD)

POSITION NUMBER (Agency - Unit - Class - Serial)

- - -

UNIT NAME AND CITY LOCATED

LA Metro Region – Cal Trans District 07 HQ Management

CLASS TITLE

Office Building Manager III

WORKING DAYS AND WORKING HOURS

Monday through Friday, Day shift 8:00am – 5:00pm

SPECIFIC LOCATION ASSIGNED TO

100 S. Main Street, Los Angeles, CA 90012

PROPOSED INCUMBENT (If known)**CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)**

308-540-6672-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Regional Manager, the Office Building Manager III is responsible for the custodial, grounds, engineering and maintenance services provided at the Cal Trans District 07 Headquarters Management Unit in Los Angeles.

% of time performing duties

Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

The LA Metro Region, Cal Trans District 07 HQ Management Unit (Cal Trans) is located at 100 South Main Street, Los Angeles, CA 90012. The Cal Trans building is a thirteen-floor high-rise building with four levels of parking below and occupies 744,000 square feet of office space. The incumbent provides services (operations, maintenance, engineering and custodial) coverage to the new Cal Trans. The Cal Trans has some unique architectural features including a SCRIM system and is designed and built as a "Sustainable" and Energy Efficient standard building. The Cal Trans also provides services at two remote labs that occupy 25,342 square feet of office space: Cal Trans Materials Testing Laboratory, 1616 South Maple Street, LA and the Cal Trans Transportation Materials Laboratory/Construction Field Office, 1615 South Wall Street, LA.

DUTIES

The incumbent plans the work of a large staff engaged in the maintenance, custodial operations, upkeep and other services for the State-owned and occupied building and grounds. The staff may include subordinate building managers, skilled crafts supervisors, stationary engineers, and custodian supervisors. The work is performed in order to maintain and repair all building systems in accordance with published guidelines as set forth in Sections 14600 through 14973 of the Government Code, the Department of General Services (DGS), Division of the State Architect (DSA) Excellence in Public Building Initiative, and the Building Owners and Managers Association (BOMA) industry standards. The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**SUPERVISOR'S NAME (Print)**

Carl Lofton

SUPERVISOR'S SIGNATURE**DATE****EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)**EMPLOYEE'S SIGNATURE****DATE**

DUTY STATEMENT**Day shift M-F, 8am-5pm**

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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
20%	<p>SPECIAL REQUIREMENT(S) <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p><u>Background Evaluation</u> This position requires Background Investigation clearance.</p> <p>Although normal business hours are 8:00 a.m. - 5:00 p.m., incumbent may be called upon and expected to respond at any time of the day or night. FMD will provide incumbent with a cell phone for this purpose. Cell phone messages shall be returned promptly.</p> <p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment and annually thereafter. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>ESSENTIAL FUNCTIONS <u>Facility Operations and Maintenance</u> In order to safely operate and maintain facilities and a healthy and safe environment for all staff and the general public and to preserve the value of the State's investment as mandated by and in accordance with the Government Code, State Administrative Manual (SAM), DGS/DSA Excellence in Public Buildings Initiative, DGS, Real Estate Services Division (RESO) established guidelines, BOMA industry standards, using verbal and written communication through the various supervisors in charge of rank and file staff, the incumbent performs the following duties:</p> <ul style="list-style-type: none"> • Develops and maintains a comprehensive preventive maintenance program that complies with the manufacturers operating and maintenance manual recommendations using Microsoft Office and Maximo. • Directs implementation of the preventive maintenance program by training and directing subordinate staff using training manuals, Microsoft PowerPoint, on-the-job training, classroom, and written and verbal instructions. • Monitors the testing of all facility back-up systems using regularly scheduled MAXIMO work tickets and reports. • Maintains accurate machinery histories by logging usage, maintenance and repairs into the MAXIMO database. • Oversees and coordinates the planning, contracting, and total completion of alterations performed for customers; develop and evaluate alternatives for customer projects; make presentations to customers; assist customers in decisions on funding of projects. • Oversees that all supplies and equipment are adequately maintained through inventory management practices using various inventory control tools. These tools may include handwritten inventory sheets; computer generated inventory sheets; software inventory programs including Maximo and purchase order requests.
20%	<p>In order to ensure compliance with the Government Code and the Excellence in Public Building Initiative by following the Facilities Management Division (FMD) Operations Manual, operating manuals and manufacturer specifications:</p> <ul style="list-style-type: none"> • Implements and oversees the maintenance, repair services, engineering and trades services. • Implements and oversees the administrative/fiscal programs and security programs. • Implements and oversees the designed building functions including the BMS automation systems, fire life safety system, security systems, structural systems and interior finishes. • Prepares and updates annually, a business operations plan using Maximo, Microsoft Office, and ABMS to provide the groundwork for building operations and periodic activities reporting as outlined in the RESO/FMD Strategic Plan. • Prepares written monthly activities statements with problem analysis and resolution recommendations using Microsoft Office to record if building operational plan is meeting goals and objectives. • Conducts ongoing emergency response training for building tenants and DGS staff using training manuals

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	<p>and interactive discussion to ensure emergency preparedness for the facility.</p> <ul style="list-style-type: none"> Oversees the work of multi-trades personnel to insure that preventive maintenance, remedial maintenance and tenant improvement projects are completed in a professional and timely manner. Writes reports, contracts, and specifications as required to insure safety building methodology is in compliance with appropriate codes. Provides project management services to customers to insure timely and accurate project completion. Reads blue prints, oversees the operation of the computerized preventive maintenance system for the United Trades Unit.
15%	<p><u>Budget Management and Reporting</u></p> <p>In order to manage and administer the unit's annual budget in accordance with the Department of Finance (DOF) guidelines, SAM Section 3500, Purchasing, and DGS Manual Sections 1004-1005, Budget and Fiscal, using Microsoft Office and ABMS to perform the following duties:</p> <ul style="list-style-type: none"> Tracks expenditures and project cost variances to maintain budgeted parameters for current fiscal reporting years and succeeding fiscal year's operational and 5-year Special Repairs Plan. Prepares and monitors written analysis of expenditures to ensure appropriate spending of approved budgeted amounts. Oversees subordinate supervisor's analysis by reviewing their costs in order to seek ways to control and reduce square footage costs as compared to BOMA expense comparisons for government facilities. Directs the requisition, receipt, active and inactive inventory, and distribution of supplies, tools, and equipment through subordinate supervisors to accomplish sound fiscal and procurement practices.
(15%) 5%	<p><u>Administrative and Supervisory Responsibilities:</u></p> <p><u>Employee Leave Accounting</u></p> <p>In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to the Office of Fiscal Services (OFS) for the billing of services for clients through the use of the Project Accounting & Leave (PAL) system in accordance with DGS policies and guidelines, MOU provision and State Personnel Board or Department of Personnel Administration laws and rules, and effectively manage and direct subordinate staff in accordance with established Equal Employment Opportunity and personnel policies, rules and regulations:</p> <ul style="list-style-type: none"> Grants or denies subordinate staff request for time off or requests to work overtime. Ensures subordinate staff has sufficient leave credits available for the requested leave. Oversees supervisors who enter subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI), Absence without Leave (AWOL), etc. Approves PAL entries for subordinate staff on dock or AWOL on or before the designated SCO's semi-monthly or monthly payroll cut-off date in order to ensure issuance of a SCO warrant for pay day. Approves or disapproves PAL entries for subordinate staff within three (3) working days after the completion of the pay period. This is to ensure the correct issuance of a SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered.
5%	<p><u>Employee Performance</u></p> <p>In order to effectively manage, coach, and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services direction, and established personnel, equal employment opportunity, and MOU provisions, policies, rules, and regulations:</p> <ul style="list-style-type: none"> Identifies performance expectations utilizing conveying expectations to employees via written and verbal communication/direction, probationary reports and/or Individual Development plans. Monitors performance through various production documents, supervisor's daily reports, personal observations, and by following-up with employee to ensure that performance expectations are being met. Provides feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions. Sustains employee performance using the departmental constructive intervention and progressive discipline principles and processes. Prepares daily, weekly and monthly management unit reports to Regional Manager using established FMD forms and report formats. Reports progress of constructive discipline processes advising Regional Manager when adverse action

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5%	<p>steps are to be pursued ensuring all appropriate documentation is adequately prepared to proceed with actions.</p> <p><u>Staffing Level Responsibilities</u></p> <p>In order to avoid the loss of coded budgeted positions and to maintain adequate staffing levels for the maintenance, engineering, grounds or custodial operations in accordance with Section 14699 through 14973 of the Government Code, the Excellence in Public Building Initiative, and Building Office Management Association (BOMA) industry standards:</p> <ul style="list-style-type: none"> Follows the FMD's Request for Personnel Action (RPA) process for advertising and recruitment of vacant or new positions. Reviews the duty statement and organizational chart provided by the Executive/Administration, FMD Personnel Liaison (PL) for accuracy on the specific position being recruited. Posts the Employment Opportunity Bulletin (aka JOB) and the Local Post & Bid (P&B) form, if applicable, at the work sites of your employees. Conducts hiring interviews after verifying eligibility with the FMD Personnel Liaison. Advises all appropriate personnel of candidate selection/proposed hire securing departmental approvals, ensuring pre-hiring requirements (documents) are completed and cleared by FMD Personnel Liaison, and proposed start date has been communicated to FMD Personnel Liaison through telephone or email communication. Ensures subordinate staff properly processes new hire or separation/transfer paperwork.
15%	<p><u>Project Management</u></p> <p>In order to preserve the integrity of building design, maintain timeliness of schedule and quality control, and protect the State's investment and customer's ability to operate programs in accordance with the DGS Manual, SAM, RESD/FMD Strategic Plan, and the Excellence in Public Buildings Initiative:</p> <ul style="list-style-type: none"> Acts as the primary FMD delegate coordinating accessibility or providing information to either assist customers in finding solutions to real estate needs or by working in conjunction with other operational branches or professional services in the planning, design, space alteration and construction-related activities and asset-managed buildings to facilitate a smooth construction process. Reviews job scope and plans, specifications and change orders, and monitors their progress through subordinate supervisors, technical staff, and contract specifications or in conjunction with the Professional Services Branch and/or Project Management Branch. Makes qualified 5-year Special Repairs recommendations to FMD Executives and Fiscal Management Unit as part of the annual budget preparation in order to maintain the highest and best use of assigned buildings by preparing and submitting Capitol Outlay Special Repair Update Sheets, Energy Efficiency Measures Tier I/II lists, and Sustainable Buildings Measures Tier I/II lists. Manages approved Special Repairs projects, providing monthly, weekly and daily status reports to the Regional Manager, by coordinating team efforts of the RESD Branches using applicable real estate industry standards and principles in defining job scope, planning, designing, procuring, and contracting. Maintains cooperative team relations by facilitating ongoing interaction with other RESD units and/or branches responsible for elements of project completion, contractors, building staff and tenants during project construction. Proactively participates in resolution of project problems to promote a positive tenant experience by holding regular tenant and project meetings, and researching industry standards and recommending solutions. Responds promptly to emergencies via telephone and personal visits to the property or area to assess overall damage caused by emergency event(s) and to ensure damage mitigation and effects organized, prompt and timely repair.
10%	<p><u>Health and Safety</u></p> <p>In order to maintain a safe and healthful environment for the benefit of all employees and the public, under the direction of the Regional Manager and FMD Environmental Safety and Health Unit (ESHOP), in accordance with the rules, regulations and guidelines set forth in the Occupational Safety and Health Administration (OSHA), Safety Training, Injury and Illness Prevention Program (IIPP) (Title 8), and Workers' Compensation (Title 8):</p> <ul style="list-style-type: none"> Ensures compliance in handling of hazardous materials, injury and illness prevention, asbestos

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5%	<p>awareness, blood born pathogens and use of environmental safeguards by attending ESHOP organized training classes.</p> <ul style="list-style-type: none"> • Directs subordinate staff in the administration of health and safety programs pertaining to air toxics, emissions, CFCs; asbestos; PCBs, pesticides, hazardous wastes; safety training, injury and illness prevention (Title 8), and workers' compensation by inspecting physical work locations and evaluating workplace hazards and promoting IIPP objectives. • Ensures that IIPP plans are updated and that records and reports are properly completed by coordinating with the designated Branch or Unit Safety Coordinator. • Leads team and acts as the Safety Coordinator in developing, executing and training the tenants in the plans for Emergency Response; Disaster Recovery; Continuity of Business Plan; and Hazardous Materials and Waste Manifest by creating and/or conducting regularly scheduled emergency response team meetings in accordance with published guidelines and CHP and DGS guidelines. • Collaborates with and directs staff to comply with routine building inspections of all areas and completion of periodic reports by written and verbal communication. • Directs staff in the performance of biannual asbestos inspections, and distribute annual asbestos notifications to tenants via mail, e-mail and/or personal delivery by providing written procedures and/or training. • Oversees that the appropriate staff is asbestos trained and medically certified by maintaining training records and/or written certification from ESHOP verification obtained by immediate supervisors. • Directs payment by having ABMS service orders completed and invoices properly processed in accordance with DGS Fiscal Services for hazardous waste taxes, fees and permits in compliance with EPA laws in order to prevent fine assessments. • Coordinates prompt correction of potential OSHA violations by issuing correction guidelines using Maximo work tickets or contract services in order to provide a safe building environment and prevent assessment of costly fines. <p>MARGINAL FUNCTIONS</p> <p>Ensures that the technical building operations manuals or technical equipment functions are understood by the appropriate staff by providing training or assigning the reading of same in order to provide compliance with the general functions of the branch as mandated by Government Code Sections 14600 through 19473 and the Excellence in Public Buildings Initiative.</p> <p>Oversees and directs the performance of corrective work including, but not limited to, resetting computer controls for buildings' systems such as life safety, mechanical, lighting, security in order to return a building to normal function in accordance with owner's manuals by following the manufacturer's operating guidelines and specifications.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Methods used in caring for a group of large public buildings and grounds; modern methods of heating, lighting, and ventilating large buildings; repair and operation of various types of building equipment; materials and supplies used in construction, alteration, and maintenance of buildings and grounds and methods used in requisitioning, receiving, checking, storing, and issuing them; requirements, methods and practices of the common trades and crafts; methods and practices of custodial operations in large office buildings; principles of personnel management and effective supervision and delegating work programs to subordinates and following up on their compliance; department's equal opportunity program; a manager's role regarding equal opportunity and the processes available to meet equal employment objectives.</p> <p>Ability to: Read and write English at a level required for successful job performance; delegate work programs to subordinates and follow up on their compliance; maintain discipline over a large maintenance, repair, and custodial staff; read and interpret plans, drawings, and specifications; estimate the cost of materials and labor involved in making alterations; plan maintenance schedules; prepare reports and budget recommendations; resolve controversial situations in connection with work responsibilities, space allocations and relations with others; analyze situations accurately and take effective action; effectively contribute to the department's equal opportunity objectives.</p>

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	<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> The incumbent will be required to possess and maintain a valid California Driver's License, Class C in order to drive self, staff and/or equipment from one building site to another while driving a State vehicle in order to perform the duties of the Office Building Manager III, LA Metro Region. <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> Work independently, organize, and set priorities. Broad understanding of real estate principles and business management. Education equivalent to completion of the twelfth grade. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> Willingness to work in any regional location. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> Work well with a team; motivate staff; deliver high quality customer service; maintain good working relationships; communicate information, both verbally and in writing, in a clear and concise manner. Display efficiency, effectiveness, conscientiousness and professionalism. Collaborates with and directs staff to comply with routine building inspections of all areas and completion of periodic reports by written and verbal communication. Directs staff in the performance of biannual asbestos inspections, and distribute annual asbestos notifications to tenants via mail, e-mail and/or personal delivery by providing written procedures and/or training. <p>WORK ENVIRONMENT/PHYSICAL OR MENTAL ABILITIES:</p> <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> Work in a low-rise (6 floors and lower) to a high-rise (7 floors and higher) office-building environment. Professional office environment. Wear appropriate business attire for the work environment. Occasional exposure to mechanical equipment open and confined spaces. Occasional exposure to noisy work areas, equipment or machinery. Willingness to work in any regional location and to work hours necessary to mitigate a building emergency, meet deadlines or complete tasks. <p>PHYSICAL ABILITIES</p> <ul style="list-style-type: none"> Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties. May climb stairs and/or ladders. Reach or stretch by extending hand(s) or arm(s) in any direction. Move about and work in confined spaces. Drive a State vehicle to field locations. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> Make prompt decisions and meet ever-changing deadlines. Broad understanding of real estate principles and business management.